

# Electronic Information Formats



## XII. ELECTRONIC INFORMATION FORMATS

### A. Computer Programs

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of programs that have been trademarked or copyrighted are reproduced as they appear on the opening screen or title page of the documentation of the program, as "GRATEFUL MED"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The words "computer program" are placed in brackets after the title; if an additional type of medium is necessary for operation of the program, the media are combined, such as "[computer program + videodisc]"
R	Author(s)	Individual(s) responsible for writing the computer program; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author <u>and</u> publisher (see the Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility for the program can be determined, this element shall be omitted (the use of "anonymous" is not recommended); <i>see also</i> the Notes element below
R	Edition	Statement relating to an edition of a computer program that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic

numbers are used; if both an edition and a version appear, list the edition first

- R      Place of Publication      City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the program or in an accompanying manual but it can be reasonably inferred (e.g., Cambridge (MA) as the place of publication of a product of the Lotus Development Corporation), the place name is given in brackets, as "[Cambridge (MA)]"; if no place can be determined, the words "place unknown" are given in brackets
- R      Publisher      The firm or organization responsible for issuing the computer program; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "International Business Machines Corporation, Personal Computer Division"; common words as "Corporation" may be abbreviated, as "Corp."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
- R      Date of Publication      The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the program or in an accompanying manual but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
- R      Date of Update/Revision      Programs are frequently updated or revised between editions or versions; this date should be given following the date of the original, surrounded by brackets, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"
- O      Physical Description      Information about the number and type of physical pieces, as "3 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "5 computer disks: sound, color, 5 1/4 in."
- O      Series      The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Computer simulations in clinical nursing; 6)"

- O      Accompanying Material**                      Information about any items accompanying the program, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
  - O      Availability**                                      If the program is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: School of Medicine, Yale University, New Haven, CT"
  - O      Language**                                        Language of the screen displays, documentation, etc., of the computer program may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)
  - O      Notes**    Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with program documentation may be used); system requirements include the specific make and model of computer on which the program is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the program appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"
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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A COMPUTER PROGRAM:**

*Title*  
Healthier people [computer program].

*Type of Medium*  
[computer program].

*Edition*  
Version 3.1.

*Place of Publication*  
Decatur (GA): Emory University, Health Risk Appraisal Program; 1989.

*Publisher*  
3 computer disks: 5 1/4 in. Accompanied by: 5 guides; 1 questionnaire.

*Date of Publication*  
System Requirements: IBM PC, XT, AT, or compatible; 512K RAM; DOS 2.0 or later, dual 350K floppy disks or a 10 megabyte hard disk; printer with compressed print.

*Physical Description*

*Accompanying Material*

*Notes*

## **EXAMPLES OF COMPUTER PROGRAMS:**

### **1. Standard citation to a program, with no version specified -**

Advanced fetal monitor interpretation [computer program]. Baltimore (MD): Williams & Wilkins; 1988. 1 computer disk: 5 1/4 in. Accompanied by: 1 guide. System Requirements: IBM PC, XT, AT, PS/2, or true compatible; 256K memory; MS-DOS or PC-DOS 2.0 or later; IBM monochrome graphics or CGA/EGA compatible graphics; 1 floppy disk drive.

Wechsler interpretation system [computer program]. Wakefield (RI): Applied Innovations; 1983. 1 computer disk: 5 1/2 in. Accompanied by: 1 guide. System Requirements: Apple II+, Apple IIe; 48K; 1 diskette drive; 1 printer capable of printing 80 or more characters per line.

### **2. Program with a trademarked title -**

GRATEFUL MED [computer program]. Version 5.0. Bethesda (MD): National Library of Medicine; [1990 Feb]. 5 computer disks: 5 1/4 in. or 2 computer disks: 3 1/2 in. Accompanied by: 1 user's guide; 1 troubleshooting guide. System Requirements: IBM PC family or fully compatible; DOS 2.0 or higher; Hayes Smartmodem or fully compatible modem; 384K RAM required, 512 K RAM recommended; one or more floppy drives; hard disk with a minimum of 2MB of free space strongly recommended.

### **3. Program with an additional medium -**

Diagnostic decisions in a patient in shock [computer program + videodisc]. Version 2.0. San Diego (CA): Intelligent Images; 1985. 1 computer disc: 5 1/4 in.; 1 videodisc: sound, color with black and white, 12 in. (DxTER emergency/critical care; 1010051). Accompanied by: 1 guide. System Requirements: IBM PC, AT, XT, or PS/2 or compatible; 640K; DOS 3.3; IBM Infowindow system or compatible such as Sony VIW-5000 touch screen color display; Pioneer or Sony videodisc player. Credits: Mark S. Smith, David Allan, Gail Walraven, William C. Shoemaker, June Andrea, Nancy Stewart; produced by Human Resources Research Organization and Video Software Associates.

### **4. Program with personal author(s) -**

Pro-Cite [computer program]. Rosenberg, Victor; Ghalambor, Cyrus; Rycus, Peter; Thomas, Rick. Version 1.4. Ann Arbor (MI): Personal Bibliographic Software; 1988 Aug. 3 computer disks: color, 5 1/4 in. Accompanied by: 1 manual. System Requirements: IBM PC, XT, AT, PS/2, or any 100% compatible computer; 320K RAM; DOS 2.0 or later.

### **5. Program published by an organization, with subsidiary division named -**

Type II diabetes [computer program]. Orlando (FL): Florida Hospital Association, Management Corporation; 1989. 2 computer disks: 5 1/4 in. Accompanied by: 1 manual. System Requirements: IBM PC, AT, XT, or PS/2; DOS 2.0 or 2.1 preferred; color monitor preferred; optional record keeping requires 80 column graphics printer; 2 360K floppy drives or 1 360K or greater floppy disk drive and 1 hard drive.

### **6. Program with update given -**

ELHILL [computer program]. Version 3.3A. Bethesda (MD): National Library of Medicine; 1989 Nov [updated 1990 Dec]. 2 magnetic tapes: 1/2 in., 9 track, 6250 bpi. System Requirements: IBM 370 or equivalent mainframe.

**7. Program accompanied by other than a manual -**

Healthier people [computer program]. Version 3.1. Decatur (GA): Emory University, Health Risk Appraisal Program; 1989. 3 computer disks: 5 1/4 in. Accompanied by: 5 guides; 1 questionnaire. System Requirements: IBM PC, XT, AT, or compatible; 512K RAM; DOS 2.0 or later; dual 360K floppy disks or a 10 megabyte or larger hard disk; printer with compressed print (15+ characters per inch or 120 characters per line).

**8. Program available from an organization other than the publisher -**

Lymph node pathology: a comprehensive video library [computer program + videodisc]. Nathwani, Bharat N. Version 2.05. Santa Monica (CA): Intellipath; 1989. 8 computer disks: 5 1/4 in.; 1 videodisc: silent, color, 8 in. (Intelligent computer and videodisc system for surgical pathologists). Accompanied by: 1 manual, 120 p. Available from: American Society of Clinical Pathologists, Chicago, IL. System Requirements: IBM PC or compatible; 20 megabyte hard disk; 640K RAM; MS-DOS 2.0 or higher; Microsoft or Microsoft-compatible serial or bus mouse; analog videodisc player with 400 lines per inch resolution; NTSC monitor.



## XII. ELECTRONIC INFORMATION FORMATS

### B. Databases

#### 1. Entire Databases

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the database; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of databases that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the database, as "MEDLINE"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "database" is placed in brackets after the title, followed by the medium, as "[database on disk]", "[database on magnetic tape]", "[database online]", "[database on CDROM]"
R	Author(s)	Individual(s) responsible for designing/compiling the database; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the database can be determined, this element shall be omitted; <i>see also</i> the Notes element below
R	Edition	Statement relating to an edition of a database that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic

numbers are used; if both an edition and a version appear, list the edition first

- R      Place of Publication
- City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets
- R      Publisher
- The firm or organization responsible for issuing the database; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
- R      Date of Publication
- The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the database documentation
- if a database being cited is open, i.e., records are still being added, the beginning date of the database should be given followed by a dash, as "1966 - "; if the beginning date is not found on the opening screen(s) of the database or on the documentation for the database, the date of the earliest citation in a bibliographic database or the date of the earliest data in a non-bibliographic database may be used, surrounded by brackets, as "[1966 - ]"
  - if a database being cited is closed, i.e., records are no longer being added, the beginning and ending dates should be given, as "1975 - 1985"; if the beginning and ending dates are not found on the opening screen(s) or database documentation, the dates of the earliest and latest citations in a bibliographic database or the dates of the earliest and latest data in a non-bibliographic database may be used, surrounded by brackets, as "[1975 - 1986]"
  - if no date can be determined, the words "date unknown" are placed in brackets
- O      Frequency of Publication
- If a database is still being updated, the frequency with which it is updated may be given here, as "Updated monthly"

- O      Date of Update/Revision

The date of the last revision (or of the particular update being cited) should be given surrounded by brackets, as "[updated 1985 Dec]" or "[rev. 1990 Jan 1]"; this date is particularly important for online databases; even if a database is closed in terms of the addition of new records, it may still be updated for error correction or other file maintenance
- O      Physical Description

Information about the number and type of physical pieces of the database, as "3 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "5 computer disks: sound, color, 5 1/4 in."
- O      Series

The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language) unless the series name contains a trademarked or copyrighted name, as "(Books In Print Plus series)"
- O      Accompanying Material

Information about any items accompanying the database, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
- O      Availability

If the database is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"
- O      Language

Language of the screen displays, documentation, etc., of the database may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
- O      Notes

Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the database appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may

be listed here after the word "Credits:"; other types of information useful to the reader could include the database size, in terms of numbers of records or bytes

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**Application of this format, including recommended punctuation, is illustrated on the following pages.**

**SAMPLE CITATION FOR AN ENTIRE DATABASE:**

*Title*      *Type of Medium*      *Place of Publication*      *Publisher*      *Date of Publication*

MEDLINE [database online]. Bethesda (MD): National Library of Medicine; 1989- .  
Updated weekly. Available from: National Library of Medicine; BRS Information Technologies,  
McLean, VA; DIALOG Information Services, Inc., Palo Alto, CA.

*Frequency of Publication*      *Availability*

The diagram illustrates the components of a citation for an entire database. It features five labels at the top: 'Title', 'Type of Medium', 'Place of Publication', 'Publisher', and 'Date of Publication'. Arrows point from these labels to the corresponding parts of the citation text: 'MEDLINE [database online]' (Title), '[database online]' (Type of Medium), 'Bethesda (MD)' (Place of Publication), 'National Library of Medicine' (Publisher), and '1989- .' (Date of Publication). Below the main citation, two more labels are present: 'Frequency of Publication' and 'Availability'. Arrows point from these labels to 'Updated weekly' and 'Available from:' respectively. A bracket on the left side of the citation text groups the first two lines of the citation.

## EXAMPLES FOR ENTIRE DATABASES:

### 1. Database online -

MEDLINE [database online]. Bethesda (MD): National Library of Medicine; 1989 - . Updated weekly. Available from: National Library of Medicine; BRS Information Technologies, McLean, VA; DIALOG Information Services, Inc., Palo Alto, CA; et al.

TOXLIT65 [database online]. Bethesda (MD): National Library of Medicine; 1965 - 1980 [updated 1987 Sep 1]. Available from: National Library of Medicine; DIMDI, Cologne, Germany; Japan Information Center of Science and Technology, Tokyo. 586,405 records.

BIOSIS Previews [database online]. Philadelphia (PA): BIOSIS; 1969 - . Updated biweekly. Available from: BRS Information Technologies, McLean, VA; DIALOG Information Services, Inc., Palo Alto, CA; Canada Institute for Scientific and Technical Information, Ottawa, Canada; et al.

PASCAL M [database online]. Paris: CNRS/INIST; 1973 - . Updated monthly. Available from: Questel, Inc., Falls Church, VA. (Fre, Eng).

### 2. Database on CDROM -

Compact library: AIDS [database on CDROM]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group; 1980 - . Updated quarterly. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Accompanied by: 1 manual. System Requirements: IBM PC, PS/2 or compatible; floppy drive; hard disk with at least 1MB free space; 640K memory; MS-DOS 3.0 or higher; printer recommended; Microsoft CD-ROM Extensions; Amdek LD-1 or Hitachi 1502S CD-ROM drive.

Books In Print Plus: the complete Books in Print System on compact laser disc [database on CDROM]. 5th ed. Version 3.5. New York: Bowker Electronic Publishing; 1986 - . Updated quarterly. 2 computer disks: color, 5 1/4 in.; 1 compact disc. Accompanied by: 1 manual. (Books In Print Plus series). System Requirements: IBM PC, XT, AT, PS/2 or full compatible; 640K memory; DOS 3.1 or higher; hard disk recommended or 2 5 1/4 in. or 3 1/2 in. floppy drives; monochrome or color display; compatible MS-DOS Extensions device driver required; CD-ROM players supported include Amdek Laserdrive 1000, Hitachi 1502 or 1503 or 2500 or 3500, Philips/LMSi 100 or 110 or 121 or 131 or 201 or 210 or 212.

NATASHA: National archive on sexuality, health, & adolescence [database on CDROM]. Los Altos (CA): Sociometrics Corporation; 1955 - 1985 [issued 1989 Jan]. 1 computer disk: black and white, 5 1/4 in.; 1 compact disc. Accompanied by: 1 user's manual; user's guides on 14 microfiche. System Requirements: IBM PC or compatible; 5 1/4 in. floppy drive; hard disk (20 MB recommended); 640K memory; MS-DOS 3.1 or higher; monochrome or color monitor; Microsoft CD-ROM Extensions; CD-ROM drive; SPSS or SPSS/PC software.

### 3. Database on disk -

Buildings and health database [database on disk]. Bracknell (Berkshire, England): Buildings Services Research and Information Association; 1960 - . Updated quarterly. 16 computer disks: 5 1/4 in. System Requirements: IBM PC or compatible; floppy drive; hard disk with 16MB free; 190K memory; MS-DOS; color or monochrome monitor.

Pharmaceuticals package library [database on disk]. Philadelphia (PA): Bio-Rad Laboratories, Sadtler Division; 1989- . Updated periodically. 3 1/2 in. or 5 1/4 in. computer disks. System Requirements: IBM PC, PS/2, or compatible; floppy drive; 640K memory; monochrome or color monitor; Microsoft Windows 2.0.

#### **4. Database on magnetic tape -**

**Biological & Agricultural Index** [database on magnetic tape]. New York: H.W. Wilson Company; 1983 Jul - . Updated monthly. 1 magnetic tape: 9 track, 6250 bpi, ASCII or EBCDIC.

**BioBusiness** [database on magnetic tape]. Philadelphia (PA): BIOSIS; 1984 - . Updated 4 times per month. 1 magnetic tape: 9 track; 800, 1600, or 6250 bpi; variable-length records; variable block size.





## XII. ELECTRONIC INFORMATION FORMATS

### B. Databases

#### 2. Parts of Databases

Parts are separately identified sections or portions of databases, such as individual records. Parts are identified by their title, if present, and the record or item number. They generally are constructed by the database builders and do not have distinct authorship. Contributions are separately identified sections or portions of databases that are provided by individuals or organizations other than the database builders and thus have distinct authorship. Examples of contributions are citations to journal articles residing in a bibliographic database. See section 3. Contributions to Databases.

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the database; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of databases that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the database, as "CLINPROT"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "database" is placed in brackets after the title, followed by the medium, as "[database on disk]", "[database on magnetic tape]", "[database online]", "[database on CDROM]"
R	Author(s)	Individual(s) responsible for designing/compiling the database; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (see Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the database can be identified, this element shall be omitted; see also the Notes element below

R	Edition	Statement relating to an edition of a database that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the database; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the database documentation; the date range of the database at the time of citation should be given, as "1966 Jan - 1990 Dec"; if the date range is not found on the opening screen(s) of the database or in the database documentation, the dates of the earliest and latest citations in a bibliographic database or the dates of the earliest and latest data in a non-bibliographic database may be used, enclosed in brackets, as "[1966 Jan - 1990 Dec]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Date of Update/Revision	Databases are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"; if the dates of any updates or revisions are unknown (many are

transparent to the user), the use of the "Date of Citation" element below is recommended

- |   |                       |   |
|---|-----------------------|---|
| O | Date of Citation      | Error correction or other changes to online databases may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known (many are transparent to the user); it is recommended that the date the data was actually seen should be given, with brackets surrounding it, as "[cited 1990 Dec 3]"  |
| R | Title of Part         | If the part being referenced has a distinct title, it is given; this title may be constructed from information appearing within the part; for example, the name of the subject heading from NLM's MESH VOCABULARY FILE may be used as the title; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)                         |
| R | Numeration of Part    | The record number or other unique number assigned to the part; this number may be preceded by the words used by the database to describe it, as NLM's "unique identifier" or Dialog's "accession no."; if this designation is not readily apparent, the words "item no." may be used  |
| O | Pagination of Part    | The location of the part within the host database may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large retrieval systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"   |
| O | Series                | The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language) unless the series name contains a trademarked or copyrighted name, as "(Books In Print Plus series)" |
| O | Accompanying Material | Information about any items accompanying the database, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"   |
| O | Availability          | If the database is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"  |
| O | Language              | Language of the part may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)   |

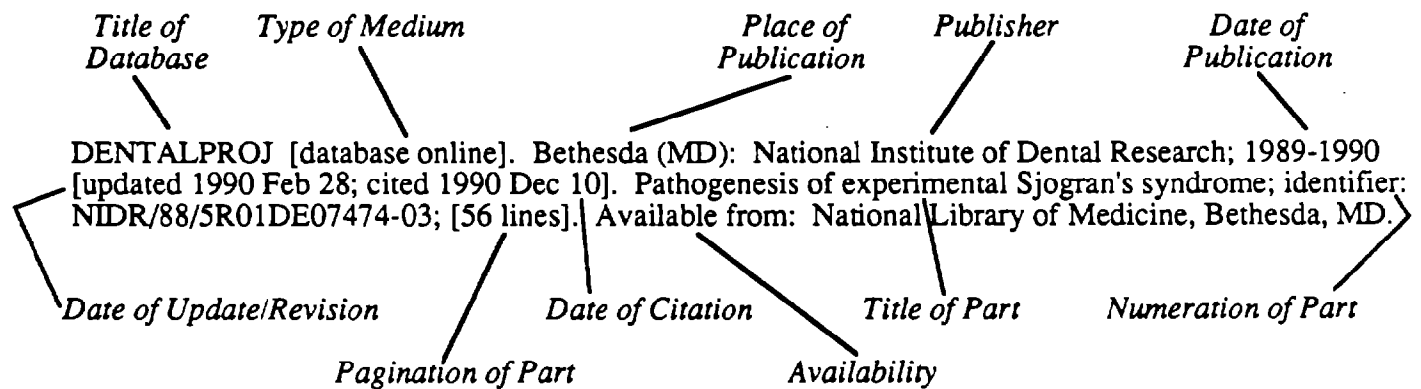
**O Notes**

Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the database appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"; other types of information useful to the reader could include the database size, in terms of numbers of records or bytes

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A PART OF A DATABASE:**



## **EXAMPLES FOR PARTS OF DATABASES:**

### **1. Citation to a part of an online database -**

MESH VOCABULARY FILE [database online]. Bethesda (MD): National Library of Medicine; 1990 [cited 1990 Oct 10]. Acquired immunodeficiency syndrome; unique identifier: D000163; [49 lines].

CLINPROT [database online]. Bethesda (MD): National Cancer Institute; 1977 - 1990 [updated 1990 Nov 29; cited 1990 Dec 7]. Phase I study of the C-58 human monoclonal antibody to cytomegalovirus in recipients of bone marrow transplants; protocol identifier: MSKCC-89049; [36 lines]. Available from: National Library of Medicine, Bethesda, MD.

DENTALPROJ [database online]. Bethesda (MD): National Institute of Dental Research; 1989 - 1990 [updated 1990 Feb 28; cited 1990 Dec 10]. Pathogenesis of experimental Sjogren's syndrome; identifier: NIDR/88/5R01DE07474-03; [56 lines]. Available from: National Library of Medicine, Bethesda, MD.

### **2. Citation to a part of a CDROM database -**

Toxic chemical release inventory [database on CDROM]. Washington: Environmental Protection Agency, Office of Toxic Substances; 1989. 1,1,1-Trichloroethane; document no.: 73228; [9 screens]. Available from: Executive Technologies, Inc., Birmingham, AL.

## **XII. ELECTRONIC INFORMATION FORMATS**

### **B. Databases**

#### **3. Contributions to Databases**

Contributions are separately identified sections or portions of databases that are provided by individuals or organizations other than the database builders and thus have distinct authorship. Examples of contributions are citations to journal articles residing in a bibliographic database.

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author(s) of Contribution	Author(s) of the contribution to the database; surname is given first followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if no author can be identified, this element shall be eliminated (the use of "anonymous" is not recommended)
R	Title of Contribution	Title of the contribution to the database; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language); if details of publication are supplied by the database for the contribution, such as the source of a journal article, this information should follow the title; the guidelines presented in Chapter I. Journal Articles and Chapter II. Books should be used for the format of this publication information
R	Connective Phrase	The word "In:" is used to connect the author and title of the contribution with information on the database containing it
R	Title	Name of the database; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of databases that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the database, as "MEDLINE"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "database" is placed in brackets after the title, followed by the medium, as "[database on disk]", "[database on magnetic tape]", "[database online]", "[database on CDROM]"
R	Author(s)	Individual(s) responsible for designing/compiling the database; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing

in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (see Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the database can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below

**R      Edition**

Statement relating to an edition of a database that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first

**R      Place of Publication**

City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets

**R      Publisher**

The firm or organization responsible for issuing the database; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets

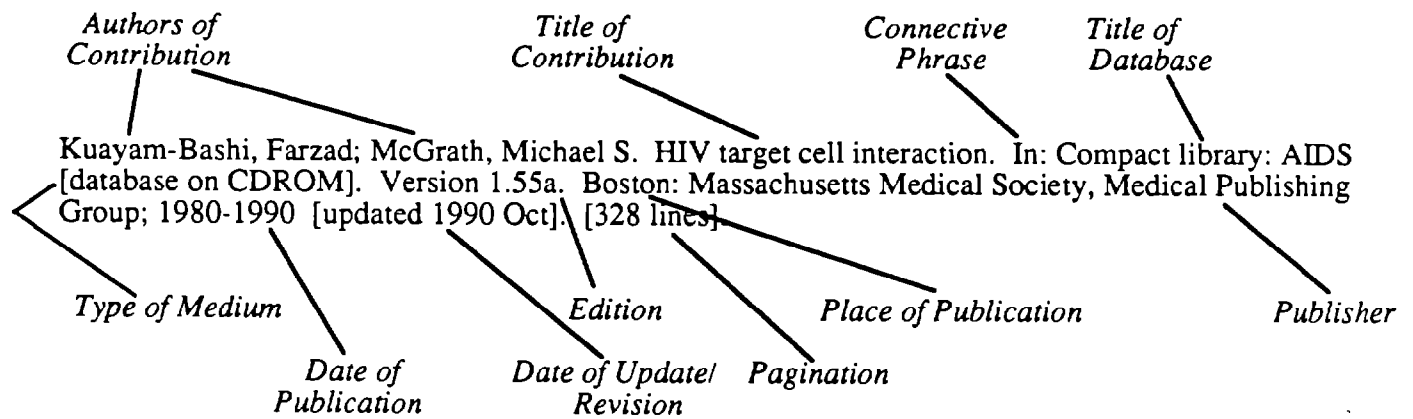


R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the database documentation; the date range of the database at the time of citation should be given, as "1966 Jan - 1990 Dec"; if the date range is not found on the opening screen(s) of the database or in the database documentation, the dates of the earliest and latest citations in a bibliographic database or the dates of the earliest and latest data in a non-bibliographic database may be used, enclosed in brackets, as "[1966 Jan - 1990 Dec]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Date of Update/Revision	Databases are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"; if the date of any updates or revisions are unknown (many are transparent to the user), the use of the "Date of Citation" element below is recommended
O	Date of Citation	Error correction or other changes to online databases may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known; it is therefore recommended that the date the data was actually seen should be given, with brackets surrounding it, as "[cited 1990 Dec 3]"
R	Numeration of Contribution	The record number or other unique number assigned to the contribution; this number may be preceded by the words used by the database to describe it, as NLM's "Unique Identifier" or Dialog's "Accession No."; if this designation is not readily apparent, the words "Item No." may be used
O	Pagination	The location of the contribution within the host may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large retrieval systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Accompanying Material	Information about any items accompanying the database, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"

- O      Availability      If the database is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"
  - O      Language      Language of the contribution may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
  - O      Notes      Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the database appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"; other types of information useful to the reader could include the database size, in terms of numbers of records or bytes
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A CONTRIBUTION TO A DATABASE:**



## EXAMPLES FOR CONTRIBUTIONS TO DATABASES:

### 1. Citation to a contribution to an online database -

Food and Drug Administration (US), Center for Devices and Radiological Health, Division of Cardiovascular Devices. Guidelines: preparation & contents of application for ventricular assist devices and total artificial hearts. In: DIOGENES [database online]. Rockville (MD): FOI Services; 1986 - 1990 [updated 1990 Oct 29; cited 1990 Nov 6]. Accession No.: 01630789; [30 screens]. Available from: DIALOG Information Services, Palo Alto, CA. Guidelines originally published December 4, 1987.

Guarner J, Unger ER. Association of Epstein-Barr virus in epithelioid angiomatosis of AIDS patients. Am J Surg Pathol 1990 Oct;14(10):956-60. In: MEDLINE [database online]. Bethesda (MD): National Library of Medicine; 1989 - 1990 [updated 1990 Oct 27; cited 1990 Nov 28]. Unique Identifier: 90386310; [2 screens].

Jimenez MA, Jimenez DR. Training volunteer caregivers of persons with AIDS. Soc Work Health Care 1990;14(3):73-85. In: PsycINFO [database online]. Arlington (VA): American Psychological Association; 1967 - 1990 [updated 1990 Dec; cited 1990 Dec 7]. Accession No.: 77-31957; [31 lines]. Available from: BRS Information Technologies, McLean, VA.

### 2. Citation to a contribution to a CDROM database -

Khayam-Bashi, Farzad; McGrath, Michael S. HIV target cell interaction. In: Compact library: AIDS [database on CDROM]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group; 1980 - 1990 [updated 1990 Oct]. [328 lines].

Williams, R.; Maddrey, W., editors. Liver. Hardcover ed. [Stoneham (MA)]: Butterworth; 1984. In: Books In Print Plus [database on CDROM]. 5th ed. Version 3.5. New York: Bowker Electronic Publishing; 1986 - 1990 [updated 1990 Dec]. [6 lines].

## XII. ELECTRONIC INFORMATION FORMATS

### C. Serials

#### 1. Serial Titles

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Title	Name of the serial; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of serials that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the serial, as "CURRENT CONTENTS ON DISKETTE"; all titles are written out in full, without abbreviation, as "Medical Science Weekly"
R	Type of Medium	The word "serial" is placed in brackets after the title, followed by the medium, as "[serial on disk]", "[serial on magnetic tape]", "[serial online]", "[serial on CDROM]"
R	Edition	Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the database; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population

Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets

- |   |                          |  |
|---|--------------------------|--|
| R | Date of Publication      | The beginning and ending dates during which the serial was published in electronic format, including the volume and issue number if present, as "Vol. 10, 1980 - Vol. 20, 1990" or "Vol. 51, No. 1, Jan 1985 - Vol. 56, No. 12, Dec 1990"; if the serial is still being published, the beginning date is followed by a dash, as "Vol. 60, 1989 - "; English names are used for months; names of months may be abbreviated to the first 3 letters   |
| O | Frequency of Publication | If a serial is still being published, the frequency with which it is issued in electronic format may be given here, as "Monthly"   |
| O | Physical Description     | Information about the number and type of physical pieces of the serial as it is issued, as "2 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "2 computer disks: sound, color, 5 1/4 in."  |
| O | Accompanying Material    | Information about any items accompanying the serial, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"  |
| O | Availability             | If the serial is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"   |
| O | Language                 | Language of the screen displays, documentation, etc., of the database may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)   |
| O | Notes                    | Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; other types of information useful to the reader could include the |

name of the producer of the serial if it differs from the publisher and the name of any print counterpart

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**Application of this format, including recommended punctuation, is illustrated on the following pages.**

**SAMPLE CITATION FOR A SERIAL TITLE IN ELECTRONIC FORMAT:**

*Title*      *Type of Medium*      *Place of Publication*      *Publisher*      *Date of Publication*      *Frequency of Publication*

The AIDS Stack [serial on disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - . Quarterly.  
1 computer disk: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk  
drives or one hard disk drive; Excel, Works, HyperCard, or SuperCard software.

*Physical Description*      *Notes*

The diagram illustrates the components of a citation for a serial title in electronic format. It features a sample citation text with arrows pointing from labels to specific parts of the text. The labels are: 'Title' (points to 'The AIDS Stack'), 'Type of Medium' (points to '[serial on disk]'), 'Place of Publication' (points to 'Pleasant Hill (CA)'), 'Publisher' (points to 'Heizer Software'), 'Date of Publication' (points to 'Oct 1987 - .'), 'Frequency of Publication' (points to 'Quarterly.'), 'Physical Description' (points to '1 computer disk: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard, or SuperCard software.'), and 'Notes' (points to the same physical description line).



## EXAMPLES OF SERIAL TITLES:

### 1. Serial on CDROM -

Cancer on Disc [serial on CDROM]. Philadelphia: J.B. Lippincott. Vol. 61, 1988 - . Annual.  
1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR.  
System Requirements: IBM PC or compatible; hard disk with 1 MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft CD-ROM Extensions; CD-ROM drive. Contains the full text of the journal Cancer, published by J.B. Lippincott for the American Cancer Society.

### 2. Serial on disk -

Medical Science Weekly [serial on disk]. MSW2 ed. Amsterdam: Elsevier Science Publishers. 1990 - . Weekly. 2 computer disks: 3 1/2 in. System Requirements: Apple Macintosh Plus, SE, II, or IIfx; floppy drive.

CURRENT CONTENTS ON DISKETTE/Clinical Medicine [serial on disk]. Philadelphia (PA): Institute for Scientific Information. 1990 - . Weekly. 1 computer disk: 3 1/2 in. or 5 1/4 in. System Requirements: IBM PC or compatible; floppy drive; hard disk; 512K memory (640K recommended); MS-DOS 2.1 or higher. Corresponds to the printed serial Current Contents/Clinical Medicine.

CYBERLOG: the quarterly of applied medical software [serial on disk]. Release 1.1. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - . Quarterly. 2 computer disks: color, 5 1/4 in. Accompanied by: user's guide. System Requirements: IBM PC; 192K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.

The AIDS Stack [serial on disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - . Quarterly. 1 computer disk: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard, or SuperCard software.

### 3. Serial online -

Obstetrics and Gynecology [serial online]. New York: Elsevier. Vol. 71, No. 1, Jan 1988 - . Available from: BRS Information Technologies, McLean, VA.

Public-Access Computer Systems Review [serial online]. Houston (TX): University of Houston, University Libraries. Vol. 1, 1988 - . 3 times per year. Available from: Public-Access Computer System Forum PACS-L via INTERNET, National Science Foundation, Washington, DC; Charles Bailey, Jr., University of Houston, system operator.



## XII. ELECTRONIC INFORMATION FORMATS

### C. Serials

#### 2. Serial Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Author(s) of the article; surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; if no person or organization with responsibility for the serial can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); affiliation of all authors or only the first may be given
R	Article Title	Article titles are given in their original language; those appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, interview, or abstract, this identification follows the title in brackets, as "[editorial]"
R	Serial Title	Name of the serial; titles are given in their original language; those appearing non-roman alphabets are romanized; names of serials that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the serial, as "CURRENT

CONTENTS ON DISKETTE"; all other titles may be written out in full, capitalizing all significant words, or abbreviated according to ISO 4 and ANSI Z39.5 standards (see Appendix A)

R	Type of Medium	The word "serial" is placed in brackets after the title, followed by the medium, as "[serial on disk]", "[serial on magnetic tape]", "[serial online]", "[serial on CDROM]"
R	Edition	Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Date of Publication	The year, month, and day of publication of the article are given; a single year is written in full, as "1984"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1984-85"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; it is not NLM practice, but the month and day may be omitted if the serial uses continuous pagination throughout
O	Date of Update/Revision/Issuance	Electronic serials are often updated, re-issued, or re-released on a more or less regular basis; for example, the CD-ROM, computer disk, or magnetic tape containing the serial may be re-released periodically with the latest volume/issue/year added until the disk or tape is full, and the system host of online serials may periodically rebuild files for program upgrades and the like; because each of these re-releases has the potential to change the serial as it is viewed, it is recommended that the date of issuance or update should be given in brackets following the date of publication, as "[updated 1990 Nov 3]" or "[issued 1989 Jan 5]"
O	Date of Citation	Error correction or other changes to electronic serials online may occur at any time and many are transparent to the user; it is therefore recommended that the date the online serial was actually seen should be given in brackets, as "[cited 1990 Dec 3]"
R	Volume Number	Arabic numbers only are used; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1"

R	Issue Number	Arabic numbers only are used; e.g., convert "IV" or "Fourth" "4"; it is not National Library of Medicine practice, but an issue number may be omitted if the serial uses continuous pagination throughout a volume
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2"
R	Pagination	Location of the article within the host serial; since many electronic serials lack the traditional page numbers, this location may be expressed in terms of screens or lines, as "screens 3-4 of 100 screens" or "lines 100-50"; where these screen numbers or line numbers are not displayed by the system or where actually counting the screens or lines would not be feasible because of the size of the system, the total number of screens, lines, disks, etc., on which the article appears may be given, surrounded by brackets, as "[5 screens]", "[106 lines]", "[2 disks]"; for articles which are presented in an interactive mode rather than in a linear format, making the total size of the article difficult to determine, the location may be expressed in terms of the order in which it appears on a menu screen, as "[item 3]"; when page numbers are present, the inclusive pages on which the article appears should be given; numbers are not repeated, e.g., pages 123-124 become "123-4"; if the page number is preceded or followed by a letter (often "S" for Supplement or "A" for Appendix), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number); roman numerals used as page numbers are retained; as "XXVI-XXVII"; up to 3 groupings of discontinuous pages numbers are given, as "23-5, 27-8, 30"; if more than three occur, only the first 3 are given and the word "passim" follows
O	Physical Description	Information about the number and type of physical pieces of the serial as it is issued, as "2 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "2 computer disks: sound, color, 5 1/4 in."
O	Accompanying Material	Information about any items accompanying the serial, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the serial is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"



**SAMPLE CITATION FOR A SERIAL ARTICLE IN ELECTRONIC FORMAT:**

<i>Author of Article</i>	<i>Title of Article</i>	<i>Abbreviated Serial Title</i>	<i>Type of Medium</i>	<i>Date of Publication</i>	<i>Date of Citation</i>	<i>Volume Number</i>	<i>Issue Number</i>
Cisler S.	MediaTracks.	Public Access Comput Syst Rev	[serial online]	1990	[cited 1990 Nov 29];	1(3):	109-15.
		Available from: Public Access Computer Systems Forum PACS-L via INTERNET, National Science Foundation, Washington, DC.					

*Pagination*      *Availability*

## EXAMPLES OF SERIAL ARTICLES:

### 1. Serial article online -

Friedman SA (Department of Gynecology and Obstetrics, The Johns Hopkins Hospital, Baltimore, MD). Preeclampsia: a review of the role of prostaglandins. *Obstet Gynecol* [serial online] 1988 Jan [updated 1990 Nov 26; cited 1990 Dec 15];71(1):22-37. Available from: BRS Information Technologies, McLean, VA.

Cisler, Steve. MediaTracks. *Public Access Comput Syst Rev* [serial online] 1990 [cited 1990 Nov 29];1(3):109-15. Available from: Public Access Computer Systems Forum PACS-L via INTERNET, National Science Foundation, Washington, D.C.

### 2. Serial article on CDROM -

Creagan ET, Kovach JS, Moertel CG, Frytak S, Kvols LK. A phase I clinical trial of recombinant human tumor necrosis factor. *Cancer on Disc* [serial on CDROM] 1988 Dec 15 [issued 1989];62(12):[19 screens]. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with 1 MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft CD-ROM Extensions; CD-ROM drive. Contains the full text of the journal *Cancer*, published by J.B. Lippincott for the American Cancer Society.

### 3. Serial article on disk -

Hopkins LC. Clinical problem L: a 42-year-old man with numbness of the fingers in both hands for two months. *ADVANCED CLINICAL PROBLEMS on DISK* [serial on disk] 1990;(6):[item 2]. 1 computer disk: color, 5 1/4 in. Accompanied by: user's guide. System Requirements: IBM-PC, PC/XT, PC/AT or full compatible; 256K memory; 1 floppy disk drive; DOS version 2.0 or higher.

Mahowald, Maren L.; Ytterberg, Steven R.; Krug, Hollis E.; Kalunian, Kenneth C. Perspectives in rational management: inflammatory arthritis. *CYBERLOG* [serial on disk] 1988;2(4):[2 disks]. 2 computer disks: color, 5 1/4 in. System Requirements: IBM PC; 192 K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.



## XII. ELECTRONIC INFORMATION FORMATS

### D. Monographs and Parts of Monographs

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of electronic monographs that have been trademarked or copyrighted are reproduced as they appear on the opening screen or title page of the documentation, as "PHYSICIANS' DESK REFERENCE on CDROM"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "monograph" is placed in brackets after the title, followed by the medium, as "[monograph on disk]", "[monograph on magnetic tape]", "[monograph online]", "[monograph on CDROM]"
R	Author(s)/Editors(s)	Individual(s) responsible for writing or editing the electronic monograph; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author <u>and</u> publisher (see the Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the monograph can be determined, this element shall be omitted (the use of "anonymous" is not recommended); see also the Notes element below
R	Edition	Statement relating to an edition of an electronic monograph that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and

may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first

- |   |                         |   |
|---|-------------------------|---|
| R | Place of Publication    | City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screens or in accompanying documentation but it can be reasonably inferred (e.g., Chicago as the place of publication of a product of the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets |
| R | Publisher               | The firm or organization responsible for issuing the electronic monograph; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Harvard University, Graduate School of Public Health"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets   |
| R | Date of Publication     | The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the opening screens or in accompanying documentation but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets   |
| O | Date of Update/Revision | Electronic monographs are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"; if the date of any updates or revisions are unknown (many are transparent to the user), the use of the "Date of Citation" element below is recommended   |
| O | Date of Citation        | Error correction or other changes to electronic monographs online may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known; it is therefore recommended that the date the online monograph was actually seen should be given, as "[cited 1990 Dec 3]"   |
| R | Title of Part           | If a part of an electronic monograph is being referenced, such as a chapter or section, it is identified as such with any accompanying number (given in arabic) or letter, as "Chapter  |

		1" or "Section B"; if the section or chapter has a distinct title, it is given following the numeration, as "Chapter 1, Immunologic aspects"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Numeration of Part	A record number or other unique number may be assigned to the part; this number may be preceded by the words used by the program to describe it, as Dialog's "accession no."; if this designation is not readily apparent, the words "item no." may be used
O	Pagination of Part	The location of the part within the host monograph may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large retrieval systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Physical Description	Information about the number and type of physical pieces, as "3 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "5 computer disks: sound, color, 5 1/4 in."
O	Series	The series name is given in its original language, surrounded by brackets; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Accompanying Material	Information about any items accompanying the electronic monograph, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the electronic monograph is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: BRS Information Technologies, McLean, VA"
O	Language	Language of the screen displays, documentation, etc., of the electronic monograph may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with any accompanying documentation may be used); system requirements include the specific make and model of computer on which the electronic monograph is designed to run, the amount of memory required, the name of the

operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the program appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"; other information of interest to the reader may be placed here, such as the name of any corresponding print version

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A MONOGRAPH IN ELECTRONIC FORMAT:**

*Title*  
Medical procedure coding and nomenclature [monograph online]. Chicago: American Medical Association, Medical Terminology Program; 1984 [updated 1988 Nov; cited 1989 Dec 4].

*Type of Medium*  
[monograph online]

*Place of Publication*  
Chicago

*Publisher*  
American Medical Association, Medical Terminology Program

*Date of Publication*  
1984

*Date of Update/Revision*  
[updated 1988 Nov]

*Date of Citation*  
[cited 1989 Dec 4]

## EXAMPLES OF ELECTRONIC MONOGRAPHS:

### 1. Monograph online -

Medical procedure coding and nomenclature [monograph online]. Chicago: American Medical Association, Medical Terminology Program; 1984 [updated 1988 Nov; cited 1989 Dec 14]. Derived from the AMA publication Physician's Current Procedural Terminology.

MARTINDALE ONLINE [monograph online]. London: Pharmaceutical Society of Great Britain; 1989 [updated 1989 Dec; cited 1990 Jan 10]. Available from: Dialog Information Services, Palo Alto, CA. Related to the publication Martindale, The Extra Pharmacopoeia.

### 2. Monograph on CDROM -

Wilm's and other renal tumors of children [monograph on CDROM]. Beckwith, J.B. Denver (CO): Denver Children's Hospital; 1989. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with at least 1MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft Extensions; CD-ROM drive. Includes full color images from the National Wilm's Tumor Registry.

PHYSICIANS' DESK REFERENCE on CD-ROM [monograph on CDROM]. Oradell (NJ): Medical Economics Company; 1990 [updated 1990 Sep]. 1 computer disk: 5 1/4 in.; 1 compact disc. System Requirements: IBM PC, PS/2, or compatible; 640K memory; one double-sided floppy drive; MS-DOS 3.1 or higher; Microsoft CD-ROM Extensions; monochrome or color monitor; CD-ROM drive.

Oxford textbook of medicine: electronic edition [monograph on CDROM]. 2nd ed. New York: Oxford University Press; 1987 [updated 1990]. 1 computer disk: color, 3 1/2 in.; 1 compact disc. Accompanied by: 1 user manual. System Requirements: IBM PC, PS/2 or compatible; hard disk recommended; 512K memory; MS-DOS 3.0 or higher; CGA or EGA card recommended; monochrome monitor (color monitor recommended); Microsoft CD-ROM Extensions; CD-ROM drive.

### 3. Monograph on disk -

BIOSIS register of bacterial nomenclature [monograph on disk]. Philadelphia (PA): BIOSIS; 1990 Jul. 4 computer disks: color, 5 1/4 in. System Requirements: IBM PC or compatible; 5 1/4 in. floppy drive; hard disk.

Drug and alcohol abuse treatment/prevention centers [monograph on disk]. Phoenix (AZ): Oryx Press; 1989 [updated 1990 Nov]. 1 computer disk: black and white, 3 1/2 in. System Requirements: IBM PC or compatible; floppy drive; hard disk with 1.4 MB free; 360K memory.

### 4. Monograph on magnetic tape -

AIDS testing, treatment, and counseling facilities [monograph on magnetic tape]. Phoenix (AZ): Oryx Press; 1988 [updated 1990 Oct]. 1 magnetic tape: 9 track, 1600 bpi, ASCII. Corresponds to the AIDS Information Sourcebook.

### 5. Part of an electronic monograph -

THE MERCK INDEX ONLINE [monograph online]. 10th ed. Rahway (NJ): Merck & Company, Inc.; 1984 [updated 1989 Jan; cited 1990 Dec 7]. Acyclovir; monograph no. 140; [44 lines]. Available from: BRS Information Technologies, McLean, VA.

Wilm's and other renal tumors of children [monograph on CDROM]. Beckwith, J.B. Denver (CO): Denver Children's Hospital; 1989. Section 1, Part E, Renal tumor staging; [1 screen]. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with at least 1MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft Extensions; CD-ROM drive.

Scientific American MEDICINE CONSULT [monograph on CDROM]. Rubenstein, Edward, editor. Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. Section 3, Exercise for peripheral vascular disease; lines 56-112. 1 computer disk: color, 5 1/4 in.; 1 compact disc. System Requirements: IBM PC, PS/2, or compatible; hard disk with 100KB free; 640K memory with 530K free (560K free required for use with VGA card); VGA card and monitor required to view graphics; Microsoft CD-ROM Extensions; CD-ROM drive.





## XII. ELECTRONIC INFORMATION FORMATS

### E. Bulletin Boards

#### 1. Entire Bulletin Boards

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Title	Name of the bulletin board; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of bulletin boards that have been trademarked or copyrighted are reproduced as they appear on the opening screen(s), as "GRATEFUL MED BBS"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The words "electronic bulletin board" are placed in brackets after the title
R	Author(s)	Individual(s) responsible for designing/operating the bulletin board; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names appearing in non-roman alphabets are romanized; the last named author is followed by a comma and the words "system operator"; if the name of the system operator does not appear on the opening screen(s) but can be determined from some other source, the name is placed in brackets, as "[Smith, James E.], system operator"; if an individual or organization serves as both author <u>and</u> publisher (see Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility can be determined, this element shall be omitted (the use of "anonymous" is not recommended); <i>see also</i> the Notes element below
R	Place of Publication	City from which the bulletin board is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Bethesda (MD) as the

place of a product of the National Library of Medicine), or it can be determined from some other source, the place name is given in brackets, as "[Bethesda (MD)]"; if no place can be determined, the words "place unknown" are given in brackets

R	Publisher	The firm/organization, or individual responsible for issuing the bulletin board; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the individual or organization does not appear on the opening screen(s) of the bulletin board, but can be determined from some other source, the name is placed in brackets, as "[John A. Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; if no publisher can be identified, the words "publisher unknown" are placed in brackets
O	Date of Publication	The year in which the bulletin board began, followed by the month, if known, followed by a dash, as "1990 Feb - "; English names are used for months; names of months may be abbreviated to the first 3 letters; if the date is unknown, this element is omitted
O	Availability	The name and location of the communications system or the direct dial telephone number through which the bulletin board may be accessed; these are preceded by the words "Available from:", as "Available from: CompuServ Information Service, Columbus, OH" or "Available from: 202-707-9656"
O	Language	Language of the screen displays of the bulletin board may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)
O	Notes	Information concerning any system requirements may be placed here (there is no specific wording prescribed - wording as supplied by the bulletin board may be used); other useful information could include any restrictions on the use of the bulletin board or the telephone number of the system operator

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR AN ENTIRE BULLETIN BOARD:**

<i>Title</i>	<i>Type of Medium</i>	<i>Place of Publication</i>	<i>Publisher</i>
GRATEFUL MED BBS	[electronic bulletin board].	[Bethesda (MD)]:	National Library of Medicine;
1989 - .	Available from:	800-525-5756.	
<i>Date of Publication</i>	<i>Availability</i>		

## **EXAMPLES OF ELECTRONIC BULLETIN BOARDS:**

### **1. Bulletin board sponsored by a government agency -**

GRATEFUL MED BBS [electronic bulletin board]. [Bethesda (MD)]: National Library of Medicine; 1989 - . Available from: 800-525-5756.

ALIX: AUTOMATED LIBRARY INFORMATION EXCHANGE [electronic bulletin board]. Delfino, Eric, system operator. [Washington]: Federal Library and Information Center Network; 1990 - . Available from: 202-707-9656. System operator number is 202-707-6454.

PCBull [electronic bulletin board]. [Zoll, Daniel], system operator. [Bethesda (MD)]: National Institutes of Health, Division of Computer Research and Technology, Personal Computing Branch. Available to staff of the National Institutes of Health.

### **2. Bulletin board sponsored by a private organization -**

Medical Ethics [electronic bulletin board]. McLean (VA): BRS Colleague. Available from: Sprint International, Reston, VA.

Public Access Computer Systems Forum PACS-L [electronic bulletin board]. Bailey, Charles W., Jr., system operator. Houston (TX): University of Houston. Available from: INTERNET, National Science Foundation, Washington, DC. System operator number is 713-749-4241.

NAPWA Link [electronic bulletin board]. [Washington]: National Association of People with AIDS. Available from: 800-673-8504.

CAIN [electronic bulletin board]. Toth, Russ, system operator. Los Angeles (CA): Computerized AIDS Information Network. Available from: Delphi Consumer Database Network via SPRINTNET, Reston, VA. System operator number is 213-464-7400, ext. 450.

### **3. Bulletin board sponsored by an individual -**

AIDS Info BBS [electronic bulletin board]. [San Francisco (CA): Ron Gardner]. Available from: 415-626-1246.

## **XII. ELECTRONIC INFORMATION FORMATS**

### **E. Bulletin Boards**

#### **2. Contributions to Bulletin Boards**

See section F. Electronic Mail for mail messages on bulletin boards.

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
<b>R</b>	<b>Author(s)/Editors(s) of Contribution</b>	Individual(s) responsible for writing or editing the contribution to the electronic bulletin board; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." if space is a consideration; if no person or organization with responsibility for the contribution can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
<b>R</b>	<b>Title of Contribution</b>	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language; if no distinct title appears, the title may be constructed from the first few words of the contribution
<b>R</b>	<b>Connective Phrase</b>	The word "In:" is used to connect the author and title of the contribution with information about the the host bulletin board
<b>R</b>	<b>Title</b>	Name of the bulletin board; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of bulletin boards that have been trademarked or copyrighted are reproduced as they appear on the opening screen(s), as "GRATEFUL MED BBS";

otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)

- R      Type of Medium      The words "electronic bulletin board" are placed in brackets after the title
- R      Author(s)      Individual(s) responsible for designing/operating the bulletin board; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names appearing in non-roman alphabets are romanized; the last named author is followed by a comma and the words "system operator"; if the name of the system operator does not appear on the opening screen(s) but can be determined from some other source, the name is placed in brackets, as "[Smith, James E.], system operator"; if an individual or organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
- R      Place of Publication      City from which the bulletin board is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Bethesda (MD) as the place of a product of the National Library of Medicine), or it can be determined from some other source, the place name is given in brackets, as "[Bethesda (MD)]"; if no place can be determined, the words "place unknown" are given in brackets
- R      Publisher      The firm/organization, or individual responsible for issuing the bulletin board; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the individual or organization does not appear on the opening screen(s) of the bulletin board, but can be determined from some other source, the name is placed in brackets, as "[John A.

		Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The date on which the contribution was added to the bulletin board, followed by the month and day, if known, as "1990 Feb 12"; English names are used for months; names of months may be abbreviated to the first 3 letters; if the date is unknown, the words "date unknown" are placed in brackets
R	Date of Citation	The contents of bulletin boards are extremely volatile; therefore the date and time of day on which the information was seen should be given, with brackets surrounding it, as "[cited 1990 Nov 1, 9:10 am]"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Numeration of Contribution	The section of the bulletin board in which the contribution appears may be given, followed by the number (in arabic numbers) or letter, as "Main Bulletin 10" or "Conference Bulletin A"
O	Pagination of Contribution	The location of the contribution within the host bulletin board may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, as in large systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Availability	The name and location of the communications system or the direct dial telephone number through which the bulletin board may be accessed; these are preceded by the words "Available from:", as "Available from: CompuServ Information Service, Columbus, OH" or "Available from: 202-707-9656"
O	Language	Language of the screen displays of the bulletin board may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)
O	Notes	Information concerning any system requirements may be placed here (there is no specific wording prescribed - wording as supplied by the bulletin board may be used); other useful information could include any restrictions on the use of the bulletin board or the telephone number of the system operator

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Application of this format, including recommended punctuation, is illustrated on the following pages.

# **SAMPLE CITATION FOR A CONTRIBUTION TO A BULLETIN BOARD:**

*Author of Contribution*    *Title of Contribution*    *Connective Phrase*    *Title of Bulletin Board*    *Type of Medium*    *Place of Publication*    *Publisher*

Kidera, Ed. Shareware. In: PCBull [electronic bulletin board]. [Bethesda (MD)]: National Institutes of Health, Division of Computer Research and Technology, Personal Computing Branch; [date unknown; cited 1990 Nov 28, 10:15 am]. Main Bulletin 22; [15 screens].

*Date of Publication*    *Date of Citation*    *Numeration of Contribution*    *Pagination of Contribution*



## **EXAMPLES OF CONTRIBUTIONS TO ELECTRONIC BULLETIN BOARDS:**

### **1. Contribution to US government sponsored bulletin board -**

Newhouse, Eric. The risk list. In: ALIX: AUTOMATED LIBRARY INFORMATION EXCHANGE [electronic bulletin board]. Delfino, Eric, system operator. [Washington]: Federal Library and Information Center Network; [date unknown; cited 1990 Nov 29, 3:30 pm]. Shareware Conference 1; [5 screens]. Available from: 202-707-9656. System operator number is 202-707-6454.

Kidera, Ed. Sharewhere. In: PCBull [electronic bulletin board]. [Zoll, Daniel], system operator. [Bethesda (MD)]: National Institutes of Health, Division of Computer Research and Technology, Personal Computing Branch; [date unknown; cited 1990 Nov 28, 10:15 am]. Main Bulletin 22; [15 screens]. Reprinted from the Capital PC User Group Monitor, April 1989.

### **2. Contribution to privately sponsored bulletin board -**

Duesberg, Peter H.; Ellison, Brian J. Is the AIDS virus a science fiction? In: AIDS Info BBS [electronic bulletin board]. [San Francisco (CA): Ron Gardner]; 1990 Dec 7 [cited 1990 Dec 31, 4:35 pm]. Policy forum article 1990 item no. 1; [1011 lines]. Available from: 415-626-1246. Reprinted from the journal Policy Review, Summer 1990.

[see Chapter XIII. C. Serials for an example of a serial on a bulletin board]



## XII. ELECTRONIC INFORMATION FORMATS

### F. Electronic Mail

Note that some publishers will not accept such personal communications in a reference list. *See also* Chapter XIV. C. Personal Communications.

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Author of Message	Name of the individual initiating the mail message to the electronic bulletin board or mail system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
O	Author Affiliation	Department and name of the author's institution, followed by the city and state/country, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A)
R	Title of Message	The subject of the message; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The words "Message to:" are used to connect the author and title of the message with the recipient of the message
R	Message Recipient	Name of the individual or organization receiving the message; names are given in natural word order, as "John C. Smith" or "MEDLARS Management Section, National Library of Medicine"; names appearing in non-roman alphabets are romanized
R	Connective Phrase	The word "In:" is used connect information about the message with details of the host system
R	Title	Name of the bulletin board or mail system; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of systems that have been

trademarked or copyrighted are reproduced as they appear on the opening screen(s), as "SprintMail"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)

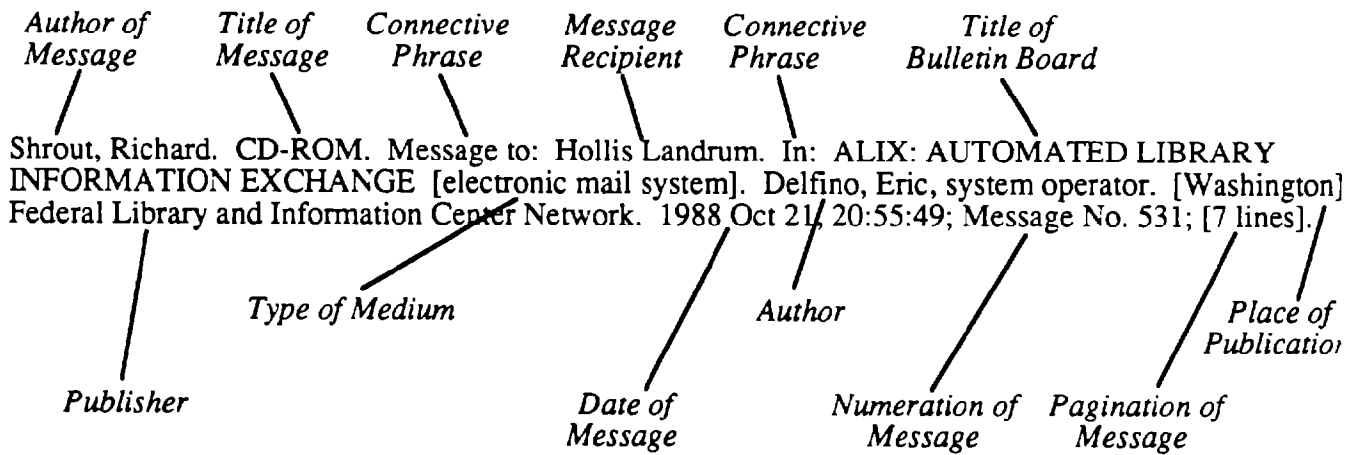
- R      Type of Medium      The words "electronic mail system" are placed in brackets after the title
- R      Author(s)      Individual(s) responsible for designing/operating the mail system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names appearing in non-roman alphabets are romanized; the last named author is followed by a comma and the words "system operator"; if the name of the system operator does not appear on the opening screen(s) but can be determined from some other source, the name is placed in brackets, as "[Smith, James E.], system operator"; if an individual or organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
- R      Place of Publication      City from which the bulletin board or mail system is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Bethesda (MD) as the place of a product of the National Library of Medicine), or it can be determined from some other source, the place name is given in brackets, as "[Bethesda (MD)]"; if no place can be determined, the words "place unknown" are given in brackets
- R      Publisher      The firm/organization, or individual responsible for issuing the bulletin board; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the

individual or organization does not appear on the opening screen(s) of the bulletin board, but can be determined from some other source, the name is placed in brackets, as "[John A. Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; if no publisher can be identified, the words "publisher unknown" are placed in brackets

- |   |                       |   |
|---|-----------------------|---|
| R | Date of Publication   | The date on which the message was sent to the bulletin board or mail system, including the year, month, day, and time, as "1990 Feb 12, 3:05 pm" or "1990 Feb 12, 13:05"; English names are used for months; names of months may be abbreviated to the first 3 letters  |
| O | Numeration of Message | Unique message number assigned by the system, as "Message No.: DGJA-1234-6766"  |
| O | Pagination of Message | The total number of screens or lines of the message may be given, in brackets, as "[2 screens]" or "[54 lines]"   |
| O | Availability          | If the mail message is publicly broadcast, the name and location of the communications system through which the bulletin board or mail system may be accessed or its direct dial telephone number may be given; these are preceded by the words "Available from:", as "Available from: CompuServ Information Service, Columbus, OH" or "Available from: 202-707-9656" |
| O | Language              | Language of the message may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)  |
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR AN ELECTRONIC MAIL MESSAGE:**



## **EXAMPLES OF ELECTRONIC MAIL MESSAGES:**

### **1. Message from a bulletin board system -**

Woodsmall, Rose. Charging for searches. Message to: John Faughan. In: GRATEFUL MED BBS [electronic mail system]. [Bethesda (MD)]: National Library of Medicine. 1990 Nov 2, 10:05 am; Message No.: 11356; [6 lines]. Available from: 800-525-5756.

Shrout, Richard. CD-ROM. Message to: Hollis Landrum. In: ALIX: AUTOMATED LIBRARY INFORMATION EXCHANGE [electronic mail system]. Delfino, Eric, system operator. [Washington]: Federal Library and Information Center Network. 1988 Oct 21, 20:55:49; Message No.: 531; [7 lines]. Available from: 202-707-9656.

### **2. Message from a mail system -**

Jones, William R. Culture technique. Message to: James Larson. In: SprintMail [electronic mail system]. [Reston (VA)]: Sprint International. 1990 Nov 15, 7:50 pm; Message No.: DGJA-1234-6766; [32 lines].





# Classic Material



### XIII. CLASSIC MATERIAL

#### A. Books of the Bible and other Religious Works

Religious works differ in format from the books presented in Chapter II in two major ways. First, as religious works, they are holy writings and thus an author is never cited. Second, they have long established systems of citation that permit great abbreviation. They may also be cited, however, as parts of books in a manner similar to that given in Chapter II. B. Both forms of citation have been given below. Examples have been provided for the Bible, the Talmud, and the Koran. *See also* Chapter II. A. for more details of the format to be used when citing the complete religious work.

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
ABBREVIATED CITATION FORMAT:		
R	Title of the Work	The name of the particular religious work being cited, given in abbreviated format, as "The Bible", "The Talmud", "The Koran"
R	Title of the Part	Name of the book of the Bible, tractate of the Talmud, or surah (chapter) of the Koran (the last is often omitted); these names may be abbreviated, as "Heb." for "Hebrews" or "Men." for "Menahot"; numbers associated with names are given in arabic, as "2 Kings"
R	Chapter and Verse(s)	For the Bible and the Koran, the number of the chapter is given, followed by the verse(s), as "Hebrews 13:8" or "Al-Baqarah 2:14-20"; for the Koran, the number of the chapter may be given without its specific name ( <i>see examples</i> ); all numbers are given in arabic
R	Pagination	For the Talmud, the name of the tractate is followed by the page number on which it appears, as "Menahot 110a"; page numbers are not used for the Bible or the Koran

#### CITATION AS PART OF A BOOK:

R	Title	The title of the specific book being cited may be given; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; the first and all significant words in titles referring to the particular religious works are usually capitalized, as "The Holy Bible" or "The Holy Qur'an"
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express

edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."; names of versions often appear, as "Authorized King James Version" or "Revised Standard Version"; these follow the edition statement

- |   |                      |  |
|---|----------------------|--|
| O | Secondary Author(s)  | The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work; names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel T., translator"; if both editors and translators are found, they are given in the order listed in the work   |
| R | Place of Publication | The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the work but can be reasonably inferred (e.g., Philadelphia as the place of publication of a work produced by the Jewish Publication Society), the place name is given in brackets, as "[Philadelphia]"; if no place can be determined, the words "place unknown" are given in brackets |
| R | Publisher            | The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "German Bible Society"; the name may be given in a shortened form, as "Knopf" for "Alfred A. Knopf, Inc."; common words such as "Publisher" and "University" may be abbreviated, as "Pub." and "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets  |
| R | Date of Publication  | The year of publication; if no date can be determined, the words "date unknown" are placed in brackets   |
| R | Title of the Part    | Name of the book of the Bible, tractate of the Talmud, or surah (chapter) of the Koran (the last is often omitted); these names may be abbreviated, as "Heb." for "Hebrews" or "Men." for "Menahot"; numbers associated with names are given in arabic, as "2 Kings"   |
| R | Chapter and Verse(s) | For the Bible and the Koran, the number of the chapter is given, followed by the verse(s), as "Hebrews 13:8" or "Al-Baqarah 2:14-20"; for the Koran, the number of the chapter may be given without its specific name ( <i>see</i> examples); all numbers are given in arabic  |
| R | Pagination           | For the Talmud, the name of the tractate is followed by the page number on which it appears, as "Menahot 110a"; page numbers are not used for the Bible or the Koran   |

- |   |          |   |
|---|----------|---|
| O | Series   | The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Anchor Bible; 37)" |
| O | Language | Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendic C)  |
| O | Notes    | Supplemental information that would be useful to the reader may be placed here, such as the original title of a work which is being referenced in its translated version  |
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

## **SAMPLE CITATION FOR A BOOK OF THE BIBLE:**

### **- ABBREVIATED FORMAT**

*Abbreviated  
Title of  
the Work*  
|  
The Bible. Luke 14:2-4.  
|  
*Chapter*      *Verses*

*Title of  
the Book*  
|  
The Bible. Luke 14:2-4.  
|  
*Chapter*      *Verses*

### **- CITATION AS PART OF A BOOK**

*Title of the Work*  
|  
The Holy Bible: authorized King James version. London: Oxford University Press; 1972.  
|  
Genesis 1:21.  
|  
*Title of the Book*      *Chapter*      *Verse*

*Place of  
Publication*  
|  
The Holy Bible: authorized King James version. London: Oxford University Press; 1972.  
|  
*Title of the Book*      *Chapter*      *Verse*

*Publisher*  
|  
The Holy Bible: authorized King James version. London: Oxford University Press; 1972.  
|  
*Title of the Book*      *Chapter*      *Verse*

*Date of  
Publication*  
|  
The Holy Bible: authorized King James version. London: Oxford University Press; 1972.  
|  
*Title of the Book*      *Chapter*      *Verse*

## **EXAMPLES OF BOOKS OF THE BIBLE AND OTHER RELIGIOUS WORKS:**

### **1. The Bible**

- **Abbreviated format for books of the Bible** (the name of the book followed by the chapter and verse)

The Bible. Luke 14:2-4.

The Bible. 2 Chronicles 16:12. or The Bible. 2 Chr. 16:12.

The Bible. 1 Corinthians 12:1-11. or The Bible. 1 Cor. 12:1-11.

- **Full citation format as a part of a book**

The Holy Bible: authorized King James version. London: Oxford University Press; 1972. Genesis 1:21.

- **Citation to the complete religious work**

The Holy Bible: Douay-Rheims version. Challoner revision. Gibbons, James, editor; Challoner, Richard, translator. Rockford (IL): TAN Books; 1971. 1407 p. Reprint of 1899 edition.

The Epistles of James, Peter, and Jude. Reicke, Bo, translator. Garden City (NY): Doubleday; 1964. 221 p. (Anchor Bible; 37).

### **2. The Talmud**

- **Abbreviated format for tractates of the Talmud** (name of the tractate followed by the page number)

The Talmud. Menahot 110a. or The Talmud. Men. 110a.

The Talmud. Sanhedrin 106b. or The Talmud. Sanh. 106b.

- **Full citation format as a part of a book**

The Talmud. Steinsaltz ed. Berman, Israel V., translator and editor. Vol. 1, Tractate Bava Metzia. New York: Random House; 1989. Bava Metzia 201a. (Eng, Heb).

- **Citation to the complete religious work**

The Talmud. Brooklyn (NY): Bennett Publishing Company; 1991. 64 vols. (Heb, Eng).

Talmud of the land of Israel: a preliminary translation and explanation. Neusner, Jacob, editor and translator. Vol. 28, Baba Qamma. Chicago: University of Chicago Press; 1984.

### **3. The Koran**

- **Abbreviated format for surahs (chapters) of the Koran** (name and/or number of the chapter followed by the verse(s))

The Koran. Al-Baqarah 2:14-20. or The Koran. Surah 2:14-20. or The Koran 2:14-20.

**The Koran. An-Nasr 110:1-3. or The Koran. Surah 110:1-3. or The Koran 110:1-3.**

**- Full citation format as a part of a book**

**Al-Qur' an. Rev. definitive ed. Ali, Ahmad, translator. Princeton (NJ): Princeton University Press; 1988. An-Nisa 4:15-18.**

**- Citation to the complete religious work**

**The Holy Qur'an with English translation and commentary. Tilfore (England): Islam International Publications; 1988. 5 vols. (Ara, Eng).**

**The Holy Koran. Razwy, Sayed A., editor; Ali, A.Y., translator. Flushing (NY): Tahrike Tarsile Quran; 1986. 424 p.**



### **XIII. CLASSIC MATERIAL**

#### **B. Well-Known Reference Works**

Certain reference works are so well known that the facts of publication (place of publication, publisher, and date) may be omitted. Examples of such works are encyclopedias and dictionaries. Note, however, that many publishers will not permit such abbreviated citation formats in a reference list. Alternatively, these may be cited as standard monographs (*see* Chapter II. Books).

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Title	Title of the reference work; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; the first word and all significant words are usually capitalized
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
R	Volume	If the item being referenced is one volume of a multivolume set, the volume number is given, as "Vol. 2"; only arabic numbers are used
R	Title of Part	If a particular part of a reference work is being cited, the title of the part is given last; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A WELL-KNOWN REFERENCE WORK:**

**- CITATION TO A WORK AS A WHOLE**

*Title of the Work*    *Edition*  
Physicians' Desk Reference. 45th ed.

**- CITATION TO AN ENTRY IN A WORK**

*Title of the Work*                      *Edition*                      *Title of the Part*  
The Merck Manual of Diagnosis and Therapy. 15th ed. Blood transfusion.

## **EXAMPLES OF WELL-KNOWN REFERENCE WORKS:**

### **1. A dictionary reference**

- citation to a dictionary as a whole

Dorland's Illustrated Medical Dictionary. 27th ed.

- citation to an entry in a dictionary

Stedman's Medical Dictionary. 25th ed. Gastrophilidae.

### **2. An encyclopedia reference**

- citation to an encyclopedia as a whole

The Kirk-Othmer Encyclopedia of Chemical Technology. 3rd ed.

- citation to an entry in an encyclopedia

The Encyclopaedia Britannica. 15th. ed. Vol. 9. Pauli exclusion principle.

### **3. A handbook reference**

- citation to a handbook as a whole

Physicians' Desk Reference. 45th ed.

- citation to a part of a handbook

The Merck Manual of Diagnosis and Therapy. 15th ed. Blood transfusion.



### **XIII. CLASSIC MATERIAL**

#### **C. Plays, Poems, and Other Classic Works**

Reference to well-known plays, poems, essays, etc., which carry identifying sections, stanzas, or line numbers may omit the facts of publication (place of publication, publisher, and date of publication). Examples of such works are Shakespeare's plays. Note, however, that many publishers will not permit such abbreviated forms of citation in a reference list. Alternatively, these may be cited as standard monographs (*see* Chapter II. Books).

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author	A single name is generally used, as "Milton" or "Shakespeare"
R	Title	Titles appear in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; the first and all significant words are usually capitalized, as "The Twelfth Night"
R	Work Unit	Particular part of the work being cited, as "book 1, section 2" or "act 5, scene 1, lines 13-16"

Application of this format, including punctuation, is illustrated below.

#### **EXAMPLES OF PLAYS, POEMS, AND OTHER CLASSIC WORKS:**

##### **1. A Shakespeare play -**

Shakespeare. *The Winter's Tale*. Act 5, scene 1, lines 13-16.

##### **2. A poem -**

Kipling. *Recessional*. Stanza 3, lines 3-4.



# Unpublished Material







## XIV. UNPUBLISHED MATERIAL

### A. Forthcoming Items

Journal articles or monographs that have been accepted for publication but have not yet been published. "Forthcoming" has replaced the former "in press" because of the new electronic formats. Note that some publishers will not accept references to unpublished items in a reference list.

#### 1. Journal Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may follow, in brackets, as "[Finnish Medical Society]"
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); affiliation of all authors or only the first may be given
O	Article Type	If the article will be identified as an editorial, letter, news, interview, or abstract, this identification follows the title in brackets, as "[editorial]"
R	Article Title	Article titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Journal Title	Journal titles are given in their original language; those appearing in non-roman alphabets are romanized; capitalize all significant words in titles; titles may be abbreviated according to the <i>List of Journals Indexed in Index Medicus</i> ; if the title does not appear in <i>LJI</i> , words in titles and selection of words to

abbreviate are taken according to ISO 4 and ANSI Z39.5 standards (*see* Appendix A)

R	Type of Medium	If the journal will be published in a microform or in audiovisual or electronic formats, the specific type is indicated in brackets, as "[microfiche]", "[videocassette]", or "[serial on CDROM]" ( <i>see</i> Chapter I. A. Journal Articles, Chapter XI. C. Journal Articles in Audiovisual Formats, and Chapter XII. C. 2. Serial Articles)
O	Language	Provided if the article will be published in a language other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
R	Forthcoming Designation	The word "Forthcoming" appears at the end of the reference

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A FORTHCOMING JOURNAL ARTICLE:**

<i>Author</i>	<i>Article Title</i>	<i>Abbreviated Journal Title</i>	<i>Forthcoming Designation</i>
Cohen M.	Zidovudine interaction with probenecid.	AIDS Res Hum Retroviruses.	Forthcoming.

## **EXAMPLES OF FORTHCOMING JOURNAL ARTICLES:**

### **1. Standard citation -**

Lillywhite HB, Donald JA. Pulmonary blood flow regulation in an aquatic snake. *Science*. Forthcoming.

### **2. Article with organization as author -**

Maryland Medical Association. Annual report for 1990. *Md Med J*. Forthcoming.

### **3. Author with author address -**

Cohen M (Laboratory of Viral Diseases, National Institute of Allergy and Infectious Diseases, Bethesda, MD). Zidovudine interaction with probenecid. *AIDS Res Hum Retroviruses*. Forthcoming.

### **4. Article type indicated -**

Harrison P. Memory impairment in narcolepsy [abstract]. *Neurology*. Forthcoming.

### **5. Article in a microform -**

Carlson AB, Lewis FA. Evaluation of new blepharoplasty technique. *Aesthetic Reconstr Plastic Surg* [microfiche]. Forthcoming.

## XIV. UNPUBLISHED MATERIAL

### A. Forthcoming Items

#### 2. Monographs

The facts of publication are given up to, but not including, the anticipated date of the monograph. The format below describes a citation to a typical book. For more detail regarding specific types of monographic formats, *see also* other chapters such as Chapter II. Books, Chapter III. A. Conference Proceedings, Chapter XI. Audiovisuals, and Chapter XII. Electronic Information Formats.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s)	Surname appears first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization also appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book will be published in a microform or in audiovisual or electronic formats, the specific type is indicated following the title, in brackets, as "[microfiche]", "[audiocassette]", or "[monograph on disk]"
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."

R	Numeration of Part	If one volume of a multivolume set is to be published, the volume number is given, as "Vol. 2"; only arabic numbers are used
R	Title of Part	If the volume will have a title, it follows the volume number, as "Vol. 2, Immunology"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Place of Publication	The city where the book will be published; followed by the state or country if needed for clarification, as "Rochester (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see Appendix A</i> )
R	Publisher	The firm or organization that will be responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author <u>and</u> publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher
O	Language	Provided if the book will be published in a language other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see Appendix C</i> )
R	Forthcoming Designation	The word "Forthcoming" appears at the end of the reference

---

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A FORTHCOMING MONOGRAPH:**

<i>Author</i>	<i>Title</i>	<i>Place of Publication</i>	<i>Publisher</i>	<i>Forthcoming Designation</i>
Kelly, Patrick J.	Tumor stereotaxis.	Philadelphia:	Saunders.	Forthcoming.

## **EXAMPLES OF FORTHCOMING MONOGRAPHS:**

### **1. Standard citation -**

Kelly, Patrick J. Tumor stereotaxis. Philadelphia: Saunders. Forthcoming.

Skinner, David B. Atlas of esophageal surgery. New York: Churchill. Forthcoming.

Zucker, Karl A., editor. Surgical laparoscopy. St. Louis (MO): Quality Medical Publishing. Forthcoming.

### **2. Monograph with organization as author -**

Committee on Psychiatry and Law, Group for the Advancement of Psychiatry. The mental health professional and the legal system. New York: Brunner/Mazel. Forthcoming.

### **3. Monograph with edition -**

Pasquini, C.; Spurgeon, T. Anatomy of domestic animals: systemic and regional approach. 4th ed. La Porte (CO): Sudz Publishing. Forthcoming.

### **4. One volume of a monograph -**

Exner, John E. The Rorschach: a comprehensive system. 2nd ed. Vol. 2, Interpretation. New York: Wiley. Forthcoming.

### **5. Conference proceedings -**

Pierpaoli, Walter; Fabris, Nicola, editors. Physiological senescence and its postponement: theoretical approaches and rational interventions. 2nd Stromboli Conference on Aging and Cancer; 1990 May 28-Jun 1; Stromboli, Sicily. New York: New York Academy of Sciences. Forthcoming.



## **XIV. UNPUBLISHED MATERIAL**

### **B. Papers Presented at Meetings**

These include both papers that were presented at meetings but never published and also papers for which any subsequent publication is unknown.

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author(s)	Author(s) of the paper; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Physiology, Yale University, New Haven, CT)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); affiliation of all authors or only the first may be given
R	Title of the Paper	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets around it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The words "Paper presented at:" are used to connect the author and title of the paper with information about the meeting at which it was presented
R	Title of Conference	Many conferences, especially those regularly held, have individual titles in addition to the name of the conference; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Name of Conference	The name of the conference is given with its number, if present, e.g., "3rd Symposium on Human Nutrition"; titles are given in their original language; those appearing in non-roman alphabets are romanized; all numbers are converted to arabic,

e.g., convert "Third" to "3rd"; a translation may follow the original, with brackets surrounding it; capitalize all significant words (or other conventions of the particular language)

R	Date of Conference	Inclusive dates on which the conference was held, as "1988 Jan 24-26" and "1987 Jan 31-Feb 2"; English names are used for months; names of months may be abbreviated to the first 3 letters
R	Place of Conference	City and state/country in which the conference was held; English names are used for locations, as "Rome" for "Roma"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); as an option, if the conference was held at an institution it would be useful to note, the name may be added before the city, as "University of Arizona, Tempe, AZ"
O	Language	Language in which the paper was presented may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as sponsorship of the meeting

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION TO A PAPER PRESENTED AT A MEETING:**

*Authors*  
Papoulas, O.; Kingston, Robert E.

*Title of Paper*  
Analysis of c-myc binding to enhancer motifs.

*Connective Phrase*  
Paper presented at:

*Name of Conference*  
6th Annual Meeting on Oncogenes;

*Date of Conference*  
1990 Jun 26-30;

*Place of Conference*  
Frederick, MD.

## **EXAMPLES OF PAPERS PRESENTED AT MEETINGS:**

### **1. Paper presented at a meeting with no separate title-**

McWhirter, John R.; Wang, Jen Y. Fusion of the N-terminal 63 amino acids of bcr protein to the c-abl tyrosine kinase activates its autokinase activity and relocalizes it to the cytoskeleton. Paper presented at: 6th Annual Meeting on Oncogenes; 1990 Jun 26-30; Frederick, MD.

Naborov, Ivor V. Effects of geographical latitude on the dynamics of medical data. Paper presented at: International Conference on the Role of the Polar Regions in Global Change; 1990 Jun 11-15; Fairbanks, AK.

### **2. Paper presented at a meeting with a separate title -**

Danziger, Pamela N. Managing expectations: a challenge when implementing new technologies. Paper presented at: User and information dynamics: managing change. 80th Annual Conference of the Special Libraries Association; 1989 Jun 10-15; New York, NY.

### **3. Paper with optional initials for author(s) -**

Jenicek M, Demirjian A, Dubuc MB. Relations between recommended basic measurements in nutritional anthropometry during growth. Paper presented at: 9th International Congress of Nutrition; 1972 Sep 2-6; Mexico City, Mexico.

### **4. Paper with author address -**

Reilly, Michael A. (Center for Neurochemistry, Nathan S. Kline Institute, New York, NY); Debler, Edgar A.; Lajtha, Anna. Maternal ingestion of aspartame does not affect amine neurotransmitter systems in weanling rat brain. Paper presented at: 8th International Meeting of the International Society for Developmental Neuroscience; 1990 Jun 16-22; Bal Harbour, FL.

### **5. Paper presented in a language other than English -**

Putti, Carlo; Mancuso, Antonio; Pasquinelli, Vincenzo; Serra, Luigi; Vecchi, Victorio; Babini, Luciano. Resultats de la radio-chimiotherapie dans la lymphome non-Hodgkin de l'enfance [Results of radio-chemotherapy in non-Hodgkins lymphoma of infancy]. Paper presented at: 5th European Congress of Radiology; 1983 Sep 5-10; Bordeaux, France. (Fre).

### **6. Paper with supplementary note -**

Papoulas, O.; Kingston, Robert E. Analysis of c-myc binding to enhancer motifs. Paper presented at: 6th Annual Meeting on Oncogenes; 1990 Jun 26-30; Frederick, MD. Sponsored by the Foundation for Advanced Cancer Studies.

Uhr, Jonathan. Development of immunotoxins for the treatment of cancer and AIDS. Paper presented at: ASBMB/AAI Joint Meeting; 1990 Jun 3-7; New Orleans, LA. Sponsored by the American Society for Biochemistry and Molecular Biology and the American Association of Immunologists.

## **XIV. UNPUBLISHED MATERIAL**

### **C. Personal Communications**

Such communications may be best handled in the text or as footnotes. Note also that many publishers will not accept such unpublished material in a reference list. *See also* Chapter XII. F. Electronic Mail.

<b>R/O</b>	<b>Elements (in order of appearance)</b>	<b>Format:</b>
R	Author	Surname of the individual initiating the communication is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Physiology, Yale University, New Haven, CT)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); affiliation of all authors or only the first may be given
R	Connective Phrase	The words "Letter to:", "Conversation with:", "Telephone conversation with:", etc., follow the author
R	Recipient	The name of the individual or organization receiving the communication, given in natural order, as "John C. Smith" or "J.C. Smith", "Reference Section, National Library of Medicine"; names appearing in non-roman alphabets are romanized; a translation may be given following names of organizations, in brackets, as "[Finnish Medical Society]"
R	Date	The year of the communication, followed by the month and day, as "1988 Jan 15"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Extent of Work	Total number of sheets of paper of written communication, as "1 leaf" or "2 leaves"
O	Language	Language of the written communication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)

- O      **Location**      If the written communication is part of an archive or collection not residing with the author citing it, the location may be given, as "Located at: Manuscript Collection, National Library of Medicine, Bethesda, MD."
- 

**Application of this format, including punctuation, is illustrated on the following pages.**

**SAMPLE CITATION TO A PERSONAL COMMUNICATION:**

<i>Author</i>	<i>Connective Phrase</i>	<i>Recipient</i>	<i>Date</i>	<i>Extent of Work</i>
Carson, Philip C.	Letter to:	Jon P. Adams.	1989 May 10.	2 leaves.

## **EXAMPLES OF PERSONAL COMMUNICATIONS:**

### **1. A letter, with author address -**

Carson, Philip C. (Department of Anatomy, Johns Hopkins University, Baltimore, MD). Letter to: Jon P. Adams. 1989 May 10. 2 leaves.

### **2. A personal conversation -**

Smith, Alan E. Conversation with: James A. Jones. 1990 Dec 7.

### **3. A telephone conversation -**

Cain, John. Telephone conversation with: Linda C. Castile. 1990 Sep 10.







## **APPENDIX A**

### **List of Sources Consulted:**

- National Library of Medicine (US), Bibliographic Services Division, Index Section. MEDLARS indexing manual. Bethesda (MD): The Library; 1984. Revised annually.
- National Library of Medicine (US). List of journals indexed in Index Medicus. Bethesda (MD): The Library; 1991. (NIH publication; 91-267). Available from: US GPO, Washington, DC. Updated annually.
- Arenales, Duane; Sinn, Sally. How to amputate: rules for journal title abbreviations. CBE Views 1989;12(6):106-8.
- National Information Standards Organization. Abbreviation of titles of publications. New Brunswick (NJ): Transaction Publishers; 1985. (National information standards series; ANSI/NISO Z39.5-1985).
- National Information Standards Organization. Bibliographic references. New Brunswick (NJ): Transaction Publishers; 1977. (National information standards series; ANSI/NISO Z39.29-1977).
- National Information Standards Organization. Scientific and technical reports - organization, preparation, and production. New Brunswick (NJ): Transaction Publishers; 1987. (National information standards series; ANSI/NISO Z39.18-1987).
- International Organization for Standardization. Abbreviations of typical words in bibliographic references. Geneva: The Organization; 1975. ISO 832: 1975.
- International Organization for Standardization. International standard codes for the representation of names of countries. Geneva: The Organization; 1981. ISO 3166: 1981.
- International Organization for Standardization. List of serial title word abbreviations. Geneva: The Organization; 1985. ISO 4: 1984. Annual supplements.
- International Organization for Standardization. Documentation - bibliographic references - content, form and structure. Geneva: The Organization; 1987. ISO 690: 1987.
- American Medical Association. Manual of style. 8th ed. Baltimore: Williams & Wilkins; 1989.
- The Chicago manual of style. 13th ed. Revised and expanded. Chicago: The University of Chicago Press; 1982.
- Gorman, Michael; Winkler, Paul W., editors. Anglo-American cataloging rules. 2nd ed. 1988 revision. Chicago: American Library Association; 1988.
- The Harvard Law Review Association, et al. A uniform system of citation. 14th ed. Cambridge (MA): The Association; 1986.
- Huth, Edward J. Medical style & format: an international manual for authors, editors, and publishers. Philadelphia: ISI Press; 1987.







## APPENDIX B

### Commonly Abbreviated English Words:

#### Part 1. In Journal Titles\*

Note that journal titles consisting of a single word are never abbreviated.  
Words that are not abbreviated are indicated by "n.a."

Abstracts = Abstr	Care = n.a.	Eastern = East
Academy = Acad	Center = Cent	Economics = Econ
Administration = Adm	Chemistry = Chem	Education = Educ
Advancement = Adv	Chemotherapy =	Educational = Educ
Advances = Adv	Chemother	Egyptian = Egypt
Affairs = Aff	Children = Child	Embryology = Embryol
Alabama = Ala	Chronicle(s) = Chron	Emergency = Emerg
Alaska = Alsk	Circulation = Circ	Endocrinology =
Allergy = n.a.	Clinical = Clin	Endocrinol
Ambulatory = Ambul	Clinics = Clin	Endodontic = Endod
American = Am	College = Coll	Engineering = Eng
Analytical = Anal	Colorado = Colo	Entomology = Entomol
Anatomy = Anat	Communication = Commun	Environment(al) = Environ
Animal = Anim	Community = n.a.	Epidemiology = Epidemiol
Annals = Ann	Comparative = Comp	European = Eur
Annual = Annu	Computing = Comput	Ethics = n.a.
Antibiotic(s) = Antibiot	Conference = Conf	Evaluation = Eval
Applied = Appl	Connecticut = Conn	Evolution = Evol
Archives = Arch	Continuing = Contin	Experimental = Exp
Arizona = Ariz	Contamination = Contam	
Arkansas = Ark	Control = n.a.	Faculty = Fac
Arthritis = n.a.	Council = Counc	Family = Fam
Artificial = Artif	Counseling = Couns	Federal = Fed
Association = Assoc	Critical = Crit	Federation = Fed
Australia(n) = Aust	Current = Curr	Fertility = Fertil
		Florida = Fla
Bacteriology = Bacteriol	Decision(s) = Decis	Foundation = Found
Behavior(al) = Behav	Delaware = Del	French = Fr
Biochemical = Biochem	Delivery = Deliv	Frontiers = Front
Bioengineering = Bioeng	Demographic(s) = Demogr	Fundamental = Fundam
Biological = Biol	Demography = Demogr	
Biology = Biol	Dermatology = Dermatol	Gastroenterology =
Biomedical = Biomed	Development(s) = Dev	Gastroenterol
Biophysics = Biophys	Developmental = Dev	Gazette = Gaz
Biotechnology = Biotechnol	Diagnostic = Diagn	General = Gen
British = Br	Dialysis = Dial	Genetics = Genet
Bulletin = Bull	Dietetic = Diet	Georgia = Ga
	Dietitian(s) = Dietit	Geriatrics = Geriatr
California = Calif	Digest = Dig	German = Ger
Canada = Can	Digestive = Dig	Gerontology = Gerontol
Canadian = Can	Direction(s) = Dir	Gynecology = Gynecol
Cancer = n.a.	Disease(s) = Dis	
Cardiology = Cardiol	Disorder(s) = Disord	Hawaii = n.a.
Cardiovascular =		Health = n.a.
Cardiovasc	East = n.a.	Heart = n.a.

Hematology = Hematol  
Heredity = Hered  
History = Hist  
Hormone = Horm  
Hospice = Hosp  
Hospital = Hosp  
Human = Hum  
Hygiene = Hyg  
Hypertension = Hypertens

Idaho = Ida  
Illinois = Ill  
Immunity = Immun  
Immunology = Immunol  
Index = n.a.  
Indiana = n.a.  
Industrial = Ind  
Infection = Infect  
Infectious = Infect  
Information = Inf  
Inorganic = Inorg  
Institute = Inst  
Internal = Intern  
International = Int  
Investigation = Invest  
Iowa = n.a.  
Israel = Isr

Japanese = Jpn  
Journal = J

Kansas = Kans  
Kentucky = Ky  
Kinetics = Kinet

Laboratory = Lab  
Laryngology = Laryngol  
Legal = Leg  
Legislation = Legis  
Letters = Lett  
Library = Libr  
Literature = Lit  
Louisiana = La

Magnetic = Magn  
Maine = n.a.  
Management = Manage  
Maryland = Md  
Massachusetts = Mass  
Materials = Mater  
Maternal = Matern  
Medical = Med  
Medicine = Med  
Meeting = Meet

Mental = Ment  
Metabolic = Metab  
Methods = n.a.  
Michigan = Mich  
Microbiology = Microbiol  
Microscopy = Microsc  
Military = Mil  
Minnesota = Minn  
Mississippi = Miss  
Missouri = Mo  
Modern = Mod  
Molecular = Mol  
Monitoring = Monit  
Monograph = Monogr  
Montana = Mont  
Morphology = Morphol  
Movement = Mov

Nation(s) = n.a.  
National = Natl  
Nebraska = Nebr  
Nephrology = Nephrol  
Neurobiology = Neurobiol  
Neurologic = Neurol  
Neurology = Neurol  
Neuropathology =  
Neuropathol

Neuroscience = Neurosci  
Neurosurgery = Neurosurg  
Neurosurgical = Neurosurg  
Nevada = Nev

New = n.a.  
New England = N Engl  
New Hampshire = N H  
New Jersey = N J  
New Mexico = N M  
New York = N Y  
News = n.a.

Newsletter = Newsl  
North = n.a.  
North Carolina = N C  
North Dakota = N D  
Northern = North  
Nuclear = Nucl  
Nucleic = n.a.  
Nurse = n.a.  
Nursing = Nurs  
Nutrition = Nutr

Obstetric = Obstet  
Occasional = Occas  
Occupation = Occup  
Office = Off  
Official = Off

Ohio = n.a.  
Oklahoma = Okla  
Oncology = Oncol  
Operational = Oper  
Operative = Oper  
Ophthalmology =  
Ophthalmol  
Optometry = Optom  
Oregon = Or  
Organic = Org  
Organization = Organ  
Orthodontic = Orthod  
Orthopedic = Orthop  
Outlook = n.a.

Pacific = Pac  
Papers = Pap  
Parasitology = Parasitol  
Pathology = Pathol  
Patient = n.a.  
Pediatric = Pediatr  
Pennsylvania = Pa  
Perinatal = Perinat  
Perinatology = Perinatol  
Periodontology =  
Periodontol  
Perspectives = Perspect  
Pharmaceutical = Pharm  
Pharmacy = Pharm  
Pharmacology = Pharmacol  
Physician = n.a.  
Physics = Phys  
Physiology = Physiol  
Planned = Plan  
Planning = Plan  
Plastic = Plast  
Policy = n.a.  
Pollutant = Pollut  
Pollution = Pollut  
Population = Popul  
Postgraduate = Postgrad  
Practice = Pract  
Pregnancy = n.a.  
Prevention = Prev  
Preventive = Prev  
Previews = n.a.  
Problems = Probl  
Proceedings = Proc  
Profession(al) = Prof  
Programs = n.a.  
Progress = Prog  
Promotion = Promot  
Protein = n.a.  
Psychiatric = Psychiatr



Psychiatry = n.a.  
 Psychologist = Psychol  
 Psychology = Psychol  
 Public = n.a.  
 Publication = Publ  
 Puerto Rico = P R  
  
 Quality = Qual  
 Quarterly = Q  
  
 Radiation = Radiat  
 Radiology = Radiol  
 Radiotherapy = Radiother  
 Record(s) = Rec  
 Register = Regist  
 Rehabilitation = Rehabil  
 Report(s) = Rep  
 Reproduction = Reprod  
 Reproductive = Reprod  
 Research = Res  
 Resonance = Reson  
 Respiratory = Respir  
 Retardation = Retard  
 Review(s) = Rev  
 Rheumatic = Rheum  
 Rheumatism = Rheum  
 Rheumatology =  
     Rheumatol  
 Rhode Island = R I  
 Royal = R  
  
 Safety = Saf  
 Scandinavian = Scand  
 School = Sch  
 Science(s) = Sci  
 Seminar(s) = Semin  
 Series = Ser  
 Service(s) = Serv  
 Social = Soc  
 Society = Soc

Sociology = Sociol  
 South = n.a.  
 South Carolina = S C  
 South Dakota = S D  
 Southern = South  
 Special = Spec  
 Standard(s) = Stand  
 Statistical = Stat  
 Statistics = Stat  
 Studies = Stud  
 Study = n.a.  
 Supplement = Suppl  
 Surgery = Surg  
 Surgical = Surg  
 Survey = Surv  
 Symposium = Symp  
 System(s) = Syst  
  
 Technical = Tech  
 Technique(s) = Tech  
 Technology = Technol  
 Tennessee = Tenn  
 Terminology = Terminol  
 Texas = Tex  
 Theoretical = Theor  
 Therapeutic = Ther  
 Therapy = Ther  
 Thoracic = Thorac  
 Thrombosis = Thromb  
 Tissue = n.a.  
 Topics = Top  
 Toxicity = Toxic  
 Toxicology = Toxicol  
 Training = Train  
 Transactions = Trans  
 Transplant = Transpl  
 Transplantation =  
     Transplant  
 Treatment = Treat

Trends = n.a.  
 Tropical = Trop  
 Tubercuolsis = Tuberc  
 Tumor = n.a.  
  
 Ultrasonic(s) = Ultrason  
 Ultrasound = n.a.  
 Ultrastructure = Ultrastruct  
 University = Univ  
 Urological = Urol  
 Urology = Urol  
 Utah = n.a.  
  
 Vascular = Vasc  
 Vermont = Vt  
 Veterinary = Vet  
 View(s) = n.a.  
 Viewpoint = Viewp  
 Virginia = Va  
 Virology = Virol  
 Vision = Vis  
 Visual = Vis  
  
 Washington = Wash  
 West = n.a.  
 West Virginia = W V  
 Western = West  
 Wisconsin = Wis  
 Workshop = n.a.  
 World = n.a.  
 Worldwide = Worldw  
 Wyoming = Wyo  
  
 Yearbook = Yearb  
 Yearly = Yrly  
  
 Zoology = Zool

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\* **Source:** International Organization for Standardization. List of serial title word abbreviations.  
 Geneva: The Organization; 1985. ISO 4:1984.



## APPENDIX B

### Commonly Abbreviated English Words:

#### Part 2. In Bibliographic Description\*

abridged = abr.  
abstract = abstr.  
academy = acad.  
adaptation = adapt.  
American = Amer.  
and others = et al.  
annotation = annot.  
annual = annu.  
association = assoc.  
augmented = augm.  
authorized = authoriz.

biannual = biannu.  
bibliography = bibliogr.  
bimonthly = bimonth.  
biography = biogr.  
brochure = broch.  
bulletin = bull.

catalog = cat.  
centimeter = cm.  
chapter = chap.  
commission = commiss.  
company = co.  
compiler = comp.  
conference = conf.  
column = col.  
corporation = corp.

department = dept.  
diagram = diagr.  
dictionary = dict.  
director = dir.  
directory = dir.  
dissertation = diss.  
distribution = dist.  
division = div.  
Doctor = Dr.  
document = doc.

edition = ed.  
editor = ed.  
encyclopedia = encycl.  
English = Engl.  
enlarged = enl.  
European = Europ.  
executive = exec.

explanation = expl.  
extract = extr.

facsimile = facs.  
faculty = fac.  
figure = fig.  
foundation = found.  
frontispiece = front.

gazette = gaz.  
government = gov.

handbook = handb.

illustration = ill.  
illustrator = ill.  
impression = impr.  
inch = in.  
inclusive = incl.  
incomplete = incompl.

index = ind.  
information = inform.  
institute = inst.  
international = intern.  
introduction = introd.  
invariable = invar.

laboratory = lab.  
library = libr.  
literature = lit.

manual = man.  
manuscript = ms.  
meeting = meet.  
microfiche = mfiche.  
microfilm = mf.  
millimeter = mm.  
miscellaneous = misc.  
modified = mod.  
monograph = monogr.  
monthly = month.

national = nat.  
new series = n.s.  
newspaper = newsp.  
notice = not.

number = no.

observation = observ.  
original = orig.

page = p.  
pamphlet = pamph.  
paperback = pbk.  
part = pt.  
periodical = period.  
photography = phot.  
picture = pict.  
portrait = portr.  
posthumous = posth.  
preface = pref.  
preliminary = prelim.  
preparation = prep.  
preprint = prepr.  
printed = print.  
proceedings = proc.  
professor = prof.  
program = progr.  
pseudonym = pseud.  
publication = publ.  
publisher = publ.

quarterly = quart.

reference = ref.  
reprint = repr.  
reproduction = reprod.  
responsible = resp.  
revised = rev.

scientific = sci.  
section = sect.  
separate = sep.  
series = ser.  
session = sess.  
society = soc.  
special = spec.  
successor = success.  
summary = summ.  
supplement = suppl.  
symposium = symp.

table = tab.

transaction = trans.  
translation = transl.  
translator = transl.  
transliteration = translit.

university = univ.

volume = vol.

year = y.  
yearbook = yb.

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\* **Source:** International Standards Organization. Abbreviations of typical words in bibliographic references. Geneva: The Organization; 1975. ISO 832: 1975.

## Appendix

**C**



## **APPENDIX C**

### **Languages Which Are Not Abbreviated by the First Three Letters of the Name:**

BAQ	= Basque
CAI	= Central American Indian
ENM	= Middle English
GRC	= Ancient Greek
JPN	= Japanese
LAV	= Latvian
MLA	= Malagasy
NAI	= North American Indian
ROH	= Rhaeto-Romance
RUM	= Romanian
SCC	= Serbo-Croatian (Cyrillic)
SCR	= Serbo-Croatian (Roman)
SNH	= Singhalese

